



**U.S. Department of Justice**  
Federal Bureau of Prisons  
*Federal Correctional Institution*

---

# Institution Supplement

P.O. Box 280

Fairton, New Jersey 08320

OPI : EXECUTIVE ASSISTANT  
NUMBER : FAI 1315.07G  
DATE : March 21, 2008  
SUBJECT: LEGAL ACTIVITIES,  
INMATE

- 
1. PURPOSE: The purpose of this institution supplement is to provide procedures for the establishment of an inmate law library, for inmate access to legal reference materials and to legal counsel, and for preparation of legal documents by inmates at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Fairton, New Jersey.
  2. DIRECTIVES REFERENCED:
    - A. Directives Referenced: FPS Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999; FPS Program Statement 5265.11, Correspondence, dated July 9, 1999; FPS Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated March 20, 2006; and Institution Supplement FAI 5264.07E, Telephone Regulations for Inmates, dated March 21, 2007; Institution Supplement FAI 5267.06C, Visiting Regulations, dated December 13, 2007; Institution Supplement FAI 5580.06H, Inmate Personal Property, dated December 14, 2007.
    - B. Directives Rescinded: Institution Supplement FAI 1315.07F, Legal Activities, Inmate, dated March 15, 2007.
  3. CORRECTIONAL STANDARDS REFERENCED: 4-4274, 4-4275, 4-44276 and 4-4492.
  4. LAW LIBRARIES: The main law library is in the Learning Center in the Federal Correctional Institution. A basic law

OPI : Executive Assistant  
NUMBER : FAI 1315.07G  
DATE : March 21, 2008  
PAGE : 2

library is provided at the FPC and in the Special Housing Unit (SHU). The law libraries are maintained by the Supervisor of Education (SOE).

5. INMATE ACCESS TO LAW LIBRARIES: General population inmates and the FPC inmates, are expected to use the law library during leisure time. In cases where an inmate can demonstrate he has to comply with an imminent court deadline, the Associate Warden of Programs may authorize use of the law library during work hours. Inmates will submit their request to use the inmate law library during working hours in a timely manner to the respective Associate Warden.

Inmates who cannot locate legal material in the law library may submit a written request to the SOE for the material. The SOE will attempt to obtain the material from one of the other law libraries at this facility and through an interlibrary loan program. The SOE shall provide photo copies of the requested materials in lieu of the actual document.

6. POSSESSION OF LEGAL MATERIALS: Inmates are authorized to possess legal materials necessary for active legal actions. Inmates are not authorized to possess another inmate's legal material outside of the law library.

7. ACCESS TO ATTORNEYS:

- A. Procedures for attorney visits are detailed in Institution Supplement, Visiting Regulations.
- B. Inmates are expected to communicate with their attorneys either through the mail or through legal visits. In cases where the inmate can demonstrate that the mail or legal visits are not adequate, an unmonitored, collect telephone call can be arranged in accordance with the procedures detailed in Institution Supplement, Telephone Regulations for Inmates.
- C. Procedures are detailed in Institution Supplement, Visiting Regulations, for occasions when inmates need to have legal materials in the visiting room for attorney visits.
- D. Incidents of attorney misconduct should be reported to

OPI : Executive Assistant  
NUMBER : FAI 1315.07G  
DATE : March 21, 2008  
PAGE : 3

the Associate Warden of Programs, who will notify the Regional Counsel, to ensure that appropriate action is taken.

- E. Paralegals and investigators may be approved for correspondence and visitation in accordance with FPS, Correspondence, and FPS, Visiting Regulations. For a paralegal or investigator to be extended visiting privileges, the paralegal or investigator must be approved by the Associate Warden of Programs. The Unit Team will coordinate this as well as the NCIC. The attorney and the paralegal or investigator will complete Attachment F from FPS, Inmate Legal Activities, prior to the initial legal visit.
8. ATTORNEY VISITS: An inmate is responsible for notifying his attorney of the procedures for visits. An attorney who is on an inmate's visiting list may see an inmate during normal visiting hours without previously contacting staff. If an attorney is not listed as attorney of record for the inmate on the inmate's visiting list, a written request must be submitted to the Warden.

Attorney visits will take place in the visiting room and will be subject to routine visual monitoring by visiting room officers.

- A. Attorney Visit Approval: If an attorney is not on the visiting list, but has made arrangements with the Unit Team to see an inmate, a memorandum shall be prepared by a member of the Unit Team to the Associate Warden advising him/her that an attorney visit has been arranged in accordance with the Institution Supplement. Copies of this memorandum shall be forwarded to the Front Lobby, Control Center, and Lieutenant's Office.
- B. Attorney Identifications: Attorneys will be required to indicate on the visiting form which State(s) they are licensed to practice law and provide proof of that license. Attorneys will also be required to show identification and identify the inmate who they are representing or interviewing.

OPI : Executive Assistant  
NUMBER : FAI 1315.07G  
DATE : March 21, 2008  
PAGE : 4

Approved By:

//s//  
Paul M. Schultz, Warden

Distribution: Master File  
Union  
Law Library  
NERO  
E-File